



MISSION STATEMENT

The mission of the City Clerk's Office is to provide municipal election services, maintain the official records of all City Council proceedings and perform other State and municipal statutory duties for elected officials, voters, City departments and the public, in order that they may be guaranteed fair and impartial elections and open access to information and the legislative process.

ABOUT CITY CLERK

The City Clerk is an elected official who serves as Clerk to the City Council, Successor Agency, Parking Authority, Housing Authority and Public Financing Authority. The City Clerk's Office also conducts municipal elections and consists of four divisions: City Clerk Services, Elections, Legal Advertising and Records Management.

The City Clerk's Office is responsible for maintaining all official city records; keeping a complete and accurate record of all City Council, Successor Agency, Parking Authority, Housing Authority and Public Financing Authority and related proceedings; maintaining the Burbank City Charter and Municipal Code; conducting all municipal elections as scheduled and any special election which may be called; filing of Campaign Statements and Statements of Economic Interests as required by the Fair Political Practices Commission and municipal law; publishing all ordinances adopted by the City Council, advertising notices of hearings and other legal notices; accepting claims and legal processes against the City and responding to requests for public records; administering the Records Management Program; and maintaining a comprehensive annual historical collection.

CHANGES FROM PRIOR YEAR

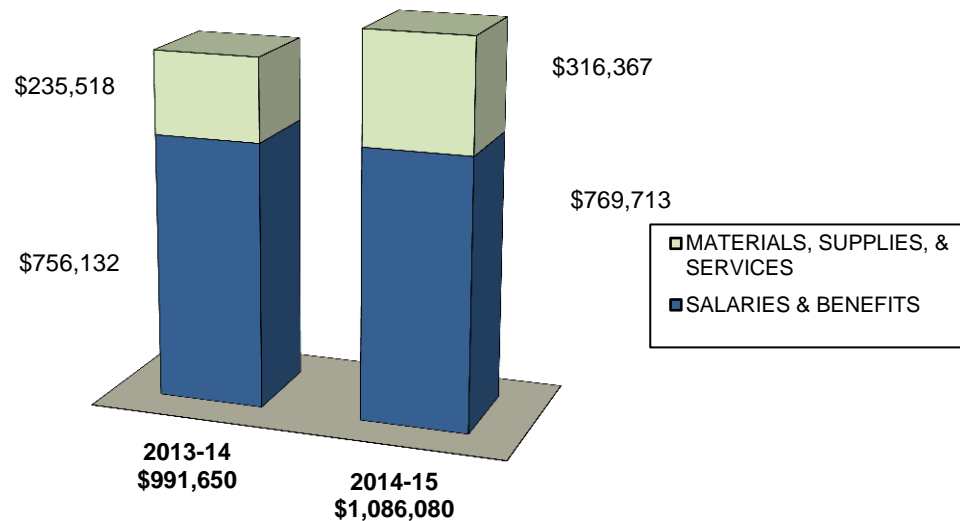
The City Clerk's Office continues to find ways to operate in the most effective and efficient manner. The Elections Division has experienced an increase in the Materials, Supplies and Services budget to capture the actual cost of conducting an election.

DEPARTMENT SUMMARY

	EXPENDITURES 2012-13	BUDGET 2013-14	BUDGET 2014-15	CHANGE FROM PRIOR YEAR
Staff Years	7.000	7.000	7.000	
Salaries & Benefits	\$ 736,327	\$ 756,132	\$ 769,713	\$ 13,581
Materials, Supplies, Services	459,363	235,518	316,367	80,849
TOTAL	\$ 1,195,690	\$ 991,650	\$ 1,086,080	\$ 94,430



DEPARTMENT SUMMARY



2013-14 WORK PROGRAM HIGHLIGHTS

- Conducted a Primary and General Election for three Council seats, City Clerk, City Treasurer and two Board of Education seats.
- Completed move to new offices.
- Implemented additional voter outreach through social media and banners located throughout the City.

2014-15 WORK PROGRAM GOALS

- Continue the update of the City's Document Imaging Program policies after the purchase of the new records management software.
- Continue the revision updates of the Burbank Municipal Code (BMC), including a review and update of Chapter 3 Elections.
- Continue the implementation of the Records Center Improvement Project.
- Continue providing excellent customer service to departments requesting records.
- Conduct a Primary and General Election for two Council seats and three Board of Education seats.

Services Division

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The City Clerk Services Division prepares agendas and minutes for the City Council, Successor Agency, Parking Authority, Housing Authority and Public Financing Authority, recording and indexing the actions of each, as well as agreements, deeds, franchises, grants, tract maps and other official documents. All official documents are public information, and this Division provides access to these records to the public, elected officials and other departments. In addition to serving the public by assisting with information and directions, this Division also maintains the Burbank Municipal Code and implements the requirements of the Fair Political Practices Commission.

OBJECTIVES

- Maintain all official records.
- Post notices of legislative meetings in compliance with the provisions of the Brown Act.
- Prepare and distribute agendas and minutes to elected officials, staff and subscribers, and provide copies at public facilities and on the City's webpage.
- Maintain the Burbank Municipal Code, providing revisions to staff and subscribers quarterly.
- Provide the public, City departments and elected officials with general public information and specific record(s) research.
- Monitor all Statements of Economic Interests as required by the Fair Political Practices Commission and the City's Conflict of Interest Code.

		EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
STAFF YEARS		3.150	3.150	3.150	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 220,609	\$ 232,483	\$ 239,729	\$ 7,246
60006	Overtime	4,850	3,501	3,501	
60012	Fringe Benefits	57,730	53,273	53,170	(103)
60012.1008	Fringe Benefits - Retiree Benefits		1,525	1,575	50
60012.1509	Fringe Benefits - Pension	47,512	47,437	53,014	5,577
60012.1528	Fringe Benefits - Workers Comp	4,118	11,644	5,896	(5,748)
60015	Wellness Program	135			
60022	Car Allowance	739	1,500	1,500	
60031	Payroll Adjustment	356			
		336,049	351,363	358,385	7,022
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 6,850	\$ 11,700	\$ 11,700	
62300	Special Departmental Supplies	823	1,400	1,400	
62310	Office Supplies	3,012	3,400	3,400	
62440	Office Equip Maint & Repairs		150	150	
62455	Equipment Rentals	3,975	4,000	4,000	
62700	Memberships & Dues	525	600	600	
62710	Travel	2,648	1,515	1,515	
62755	Training	3,358	10,000	10,000	
62895	Miscellaneous	519	600	600	
NON-DISCRETIONARY					
62220	Insurance	14,932	12,642	13,236	594
62485	F535 Comm Equip Rental	6,721	6,721	5,940	(781)
62496	F537 Computer Equip Rental	11,604	16,871	17,077	206
		54,967	69,599	69,618	19
PROGRAM TOTAL		\$ 391,016	\$ 420,962	\$ 428,003	\$ 7,041

Elections Division

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This Division is responsible for conducting all phases of the election process for local municipal elections and for any special election that may be called. The Elections Division is also responsible for coordinating voter registration services with Los Angeles County, monitoring State legislation to maintain appropriate procedures and ensuring that Title 3 Chapter 3 (Elections) of the Burbank Municipal Code is updated as necessary.

OBJECTIVES

- Monitor campaign statement filings to comply with Fair Political Practices Commission regulations.
- Maintain an up-to-date Elections Code.
- Conduct the 2015 City Council and Board of Education Elections.

CHANGES FROM PRIOR YEAR

The Elections Division covers the cost of conducting all phases of the election process for local municipal elections, and any special election that may be called. To cover the actual cost of conducting an election, including a 5% contingency fee, the division's private contractual services budget has an increase of \$79,250, of which \$39,625 is recurring.

		EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
STAFF YEARS		1.300	1.300	1.300	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 93,274	\$ 97,793	\$ 100,467	\$ 2,674
60006	Overtime	1,671	2,238	2,238	
60012	Fringe Benefits	23,328	22,245	22,173	(72)
60012.1008	Fringe Benefits - Retiree Benefits		629	650	21
60012.1509	Fringe Benefits - Pension	20,089	19,932	22,217	2,285
60012.1528	Fringe Benefits - Workers Comp	4,118	5,523	3,490	(2,033)
60015	Wellness Program	45			
60022	Car Allowance	336			
60031	Payroll Adjustment	107			
		142,968	148,360	151,235	2,875
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 376,860	\$ 118,856	\$ 198,106	\$ 79,250
62310	Office Supplies	192	300	300	
62420	Books & Periodicals	32	250	250	
		377,084	119,406	198,656	79,250
PROGRAM TOTAL		\$ 520,052	\$ 267,766	\$ 349,891	\$ 82,125

Legal Advertising Division

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The Legal Advertising Division arranges for the publication of all ordinances adopted by the City Council and advertises other legal notices as required by law.

OBJECTIVES

- Prepare, publish, post and mail notices for all public hearings before the City Council, Successor Agency and related bodies.
- Publish all notices for the Planning Board, bid openings and other legal notices as required by law.

BUDGET HIGHLIGHTS

The Legal Advertising account covers the cost of advertisements as required for public hearings, ordinance publishing and other public notices.

		EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
STAFF YEARS		0.400	0.400	0.400	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 24,598	\$ 26,315	\$ 26,991	\$ 676
60006	Overtime	761			
60012	Fringe Benefits	7,008	6,506	6,496	(10)
60012.1008	Fringe Benefits - Retiree Benefits		194	200	6
60012.1509	Fringe Benefits - Pension	5,290	5,384	5,969	585
60012.1528	Fringe Benefits - Workers Comp	1,027	1,527	861	(666)
60015	Wellness Program	23			
60022	Car Allowance	67			
60031	Payroll Adjustment	49			
		38,823	39,926	40,517	591
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62530	Legal Advertising	\$ 15,916	\$ 28,500	\$ 28,500	
		15,916	28,500	28,500	
PROGRAM TOTAL		\$ 54,739	\$ 68,426	\$ 69,017	\$ 591

Records Management Division

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The Records Management Division administers the Citywide Records Management Program for the entire municipal government and maintains a historical records collection. The program was established in 1972 to provide an organized system to control utilization, maintenance, retention, preservation and disposition of City records. The objective enabled the City to effectively conduct its business by ensuring that important records are organized and maintained in such a way as to be easily stored, retrieved and identified; providing for the annual transfer of inactive records for storage in the Records Center; helping preserve records with long-term or permanent value, as well as records of historical or archival value; protecting records vital to the City in the event of a disaster; and stabilizing the growth of records in offices through systematic disposition of records no longer needed for administrative, legal, fiscal, historical or research purposes.

OBJECTIVES

- Maintain the Records Management Program.
- Continue implementation of Records Management Program for the Burbank Water and Power Department.
- Analyze and expand microfilm applications.
- Train departmental Records Coordinators.
- Oversee the implementation of a Document Imaging/Management System to benefit the entire City in records/information management.

BUDGET HIGHLIGHTS

The Records Management Division continues to implement the Records Management Improvement Program as well as maintain the Libernet Imaging System.

		EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
STAFF YEARS		2.150	2.150	2.150	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 137,313	\$ 137,689	\$ 138,800	\$ 1,111
60006	Overtime	1,816			
60012	Fringe Benefits	34,443	34,752	34,383	(369)
60012.1008	Fringe Benefits - Retiree Benefits		1,041	1,075	34
60012.1509	Fringe Benefits - Pension	29,586	28,305	30,694	2,389
60012.1528	Fringe Benefits - Workers Comp	15,096	14,696	14,624	(72)
60015	Wellness Program	23			
60022	Car Allowance	201			
60031	Payroll Adjustment	9			
		218,487	216,483	219,576	3,093
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62085	Other Professional Services	\$ 3,394	\$ 3,500	\$ 3,500	
62170	Private Contractual Services	492	900	900	
62300	Special Departmental Supplies	863	900	900	
62420	Books & Periodicals		168	168	
62440	Office Equip Maint & Repairs	98	350	350	
62700	Memberships & Dues	305	470	470	
62710	Travel	178	840	840	
62755	Training	900	3,150	3,150	
62895	Miscellaneous		200	200	
NON-DISCRETIONARY					
62470	F533 Office Equip Rental		1,916	1,916	
62496	F537 Computer Equip Rental	5,166	5,619	7,199	1,580
		11,396	18,013	19,593	1,580
PROGRAM TOTAL		\$ 229,883	\$ 234,496	\$ 239,169	\$ 4,673

CITY CLERK

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS 2012-13	STAFF YEARS 2013-14	STAFF YEARS 2014-15	CHANGE FROM PRIOR YEAR
City Clerk	1.000	1.000	1.000	
Clerical Worker	1.000	1.000	1.000	
Deputy City Clerk	1.000	1.000	1.000	
Municipal Records Clerk	3.000	3.000	3.000	
Records Management Coordinator	1.000	1.000	1.000	
TOTAL STAFF YEARS	7.000	7.000	7.000	

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